

## EXECUTIVE COMMITTEE

OCTOBER 1, 2013

8:00 A.M.

ROYAL COURT RESTAURANT

**PRESENT:** M. Coldren, J. McPheeters, P. McKee, A. Pedersen, A. Hendrix, M. Stazi,  
D. Burrows  
**EXCUSED:** C. Haynes, L. Patz, M. Stamm  
**STAFF:** J. Mattick

### CALL TO ORDER/APPROVAL OF MINUTES

The meeting began at 8:05 a.m.

### APPROVAL OF MINUTES

It was Moved by Ms. McPheeters, seconded by Mr. Pedersen and unanimously adopted by voice vote of members present to approve the minutes of July 1 and September 3, 2013 as written.

### SUMMER YOUTH EMPLOYMENT PROGRAM MONITORING

Ms. Mattick reported she did extensive monitoring of both contractors this year. She visited worksites and spoke to youth and supervisors. She sampled participant files to see if the contractors were doing a good job with checking eligibility of each youth, keeping case notes, and conducting pre and post testing. In addition, she also conducted fiscal monitoring of each contractor. She is recommending that once her final report is issued, if there are findings, that the coming year be used by each contractor to come into compliance. The Committee asked Ms. Mattick to provide examples of potential sanctions should contractors not provide the services they agree to in their contract. She noted that currently contractors are paid on a cost reimbursement basis and their contracts do not put an amount on each service they agree to provide. This makes it difficult to fiscally sanction them for not providing a portion of the overall services agreed to.

### WIB MEETING - SUMMER YOUTH EMPLOYMENT PROGRAM BENCHMARKING

Board members were engaged at the last Board meeting in the summer youth employment benchmarking discussion. They have requested additional information relating to what other WIB's require and why are there disparities between the providers as well as across New York State. Some of the information that was requested is how long do the youth work during the summer, how much time is spent on career exploration, what are the results of pre and post testing, and is Tompkins County's program more successful because more money is spent on each youth. In addition, what do counselor caseloads look like, what is the counselor to youth ratio and how much time do counselors spend with each youth.

Ms. Mattick noted she is scheduling a meeting with the Performance and Evaluation Committee to discuss additional benchmarking. The Committee had discussions in the spring and made the decision to wait until after this year's summer program concluded. The RFP for this year's program had already been released and it wouldn't be fair to providers to ask them to work within additional guidelines that weren't included in the Request for Proposals.

The Committee agreed to review data and make recommendations at their November Executive Committee meeting, in anticipation of the full WIB meeting in November.

### NOVEMBER 2013 WIB MEETING PLANNING

- Summer Youth Employment Program Benchmarking

## **2014 COUNTY BUDGET REQUEST UPDATE**

Ms. Mattick and Ms. Bradac will be giving their budget presentations to the County on October 10, 2013. The budget request was decreased slightly by the County because there was a decrease in the fringe rate that was originally quoted. The County Administrator has recommended both the WIB and Office of Employment and Training budgets to the County Legislature.

## **DIRECTOR'S UPDATE**

Ms. Mattick had no report.

## **ADJOURNMENT**

The meeting adjourned at 8:50 a.m. The next meeting is scheduled for Tuesday, November 5, 2013 at the Royal Court Restaurant.